



EXAMINATION ANNOUNCEMENT PROMOTIONAL EXAMINATION

FRAUD INVESTIGATOR III (JC87/4097)

SALARY RANGE: \$7,301- \$9,600

POSITIONS WITH THE CALIFORNIA STATE AUDITOR'S OFFICE EXIST IN SACRAMENTO ONLY

WHO CAN APPLY: Applicants must meet one of the following eligibility requirements:

- 1.) Must have a permanent civil service appointment with the California State Auditor Office's by the final filing date.
- 2.) Must meet the provisions of State Personnel Rules 234 or 235.
- 3.) Must be a current or former employee of the Legislature for two or more years as defined in GC 18990.
- 4.) Must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC 18992.
- 5.) Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in GC 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

HOW TO APPLY: Email or mail a signed standard state application (STD. 678) to the appropriate address indicated below. All mailed applications must be postmarked no later than the final filing date. All emailed applications must be received no later than 5:00 p.m. PST on the final filing date. Applications postmarked or emailed after the final filing date or time will not be accepted for any reason.

Do not submit applications to the California Department of Human Resources (CalHR) or State Personnel Board.

WHERE TO APPLY:	Mailing Address California State Auditor's Office Human Resources Office 621 Capitol Mall, Suite 1200 Sacramento, California 95814 OR Email Address: hr@auditor.ca.gov	Contact Information Lynne Gaal 916-445-0255, ext. 226
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SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, please answer "yes" to question #2 on the Std. 678. You will be contacted to make specific arrangements.

CONTACT INFORMATION: If you have any questions concerning this examination or announcement, please contact the Human Resources Office at 916-445-0255.

FINAL FILING DATE: FEBRUARY 17, 2017

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. Failure to provide complete information may result in rejection from the examination. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

ELIGIBILITY LIST INFORMATION: A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and experience requirements for this examination as of the date the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

MINIMUM QUALIFICATIONS:

Education: Equivalent to graduation from a four year accredited college or university. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

EITHER I

One year of experience in the California state service performing the duties of a Fraud Investigator II.

OR II

Experience: Broad, extensive (more than five years), and increasingly responsible experience in performing professional auditing with at least three years experience in investigative work, one year of which must have been in a supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to a Fraud Investigator II for a period of at least one year.)

THE POSITION:

This is the full supervisory/managerial and highest level in the series. Under the general direction of the Deputy State Auditor, incumbents are responsible for the California State Auditor's Office investigative unit function; supervise four to ten staff members; assign priorities and develop specific work plans and workload requirements; and assist in the development and administration of policies and procedures. Incumbents plan, develop, and direct the investigative program; manage highly complex investigative audits where the work is of the most critical and sensitive nature; perform unusually difficult, complex, and/or sensitive aspects of investigative audit work and/or review reports; ensure and hold ultimate responsibility for the accuracy and quality of supporting documents and investigative reports; oversee the daily operations of the investigative unit; recruit, select, train, and evaluate the work of staff assigned; and advise staff and executive management on standards and current trends related to investigating waste, fraud, and abuse in State government.

Special Personal Characteristics: Willingness to travel, work away from headquarters and work long and irregular hours.

SCOPE:

Knowledge of: Provisions of the California Whistleblower Protection Act; general auditing and investigative principles and techniques, practices, procedures, and terminology; State law relating to improper governmental activities, general laws, and regulations related to State fiscal, personnel, and administrative practices, the organization and function of the Investigations division within the California State Auditor's Office; techniques and methods involved in administering investigative programs and the implementation of training programs for investigative and other staff; group leadership techniques; program planning, development, and evaluation; principles and practices of project management and coordination; applications of organizational and management theory; principles and techniques of personnel management and supervision; the California State Auditor's Office Equal Employment Opportunity Program objectives, a supervisor's role in the Equal Employment Opportunity Program, and the processes available to meet equal employment opportunity objectives; a manager's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Apply the required knowledge; apply the applicable laws and regulations to specific cases; conduct a wide range of investigations applying appropriate investigate techniques; prepare effective and adequate evidence; analyze the records, accounts, and documents of State departments; communicate effectively; analyze situations accurately and adopt an effective course of action; plan, organize, and assist in directing complex investigations; prepare, review, and edit written investigative reports and correspondence; conduct conferences and interviews; understand how written laws and policies relate to the Investigations division; implement training programs for subordinate staff; develop the skills and abilities of subordinate staff; make sound decisions to accomplish California State Auditor's Office goals; plan, organize, and manage the investigative efforts of the California State Auditor's Office; employ sound management principles; formally present information regarding the provisions of the California Whistleblower Protection Act to various groups; work effectively with top-level managers of State agencies and other organizations; establish and maintain project priorities; assess staff performance; effectively contribute to the equal employment objectives of the California State Auditor's Office; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ADDITIONAL INFORMATION:

- It is the competitor's responsibility to contact the California State Auditor's human resources office, at 916-445-0255, if you do not receive examination information within 4 weeks of submitting your application.
- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available on line at www.jobs.ca.gov.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.
- **The California State Auditor** reserves the right to revise the examination plan to better meet the needs of the office if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.